

ALEX BIENSTOCK

39B Shady Lane, Little Falls, NJ 07424

(201)-577-4892

Abienstock@gmail.com

Possesses excellent people skills, able to multi-task, and great problem solver

EDUCATION

School of Visual Arts, New York, NY
Bachelor of Fine Arts with Honors, 2012

EXPERIENCE

Local CPAP, NY, NY

Office Manager

- Manages office/store and sells CPAP machines and supplies
- Supplies expert customer service and product knowledge to incoming clients
- Handles credit deposits and cash in QuickBooks
- Inventory control and shipping in a timely manner

ABC Cocina, NY, NY

2017-2018

Backwaiter

- Serves 100 to 200 covers a shift
- Delivers multi-step service including mise en place, water service, taking dirty dishes, papering and resets
- Does side-work such as folding napkins, crumbing, sweeping, and trash

David Zwirner Warehouse, Queens, NY

2016-2017

Warehouse Assistant

- Help receive and release artwork for the shuttle to and from the gallery and various other locations such as art fairs
- Put away crates, flats, and ride flats, scanning them in their updated locations for general upkeep
- Scan inventory barcodes to make sure inventory is up to date as well as checking if their label is still working and active
- Open up crates and flats during condition reports and close them properly and safely
- Prepare portfolios for loose drawings when going to the gallery and helping with making boxes for larger works
- Competent with drills, miter, and panel saws for various projects such as creating dividers, cutting blocks for crates, and general maintenance
- Responsible for general upkeep, taking out trash, washing dishes, and noting when out of materials

Parm, New York, NY

2015-2016

Food Runner

- In charge of running food to over 30 designated tables and naming the dish upon dropping it to customer
- Set up and closed station with condiments, cut lemons, and prepared garnishes in a timely manner
- Maintained a positive and helpful demeanor when dealing with customer complaints and inquiries

Computer Skills: Type 84 WPM, MS Word, Excel, Internet, Email, ArtBase, Filemaker Pro, Photoshop, Mac Operating Systems, QuickBooks